

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Academic and Student Affairs

**Date of Meeting:** April 20, 2010

**Agenda Item:** Proposed Amendment to Board Policy 3.29 College and University Transcripts  
(Second Reading)

Proposed  
Policy Change

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

Amendments to Board Policy require approval of the Board.

**Scheduled Presenter(s):**

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs

Mike López, Associate Vice Chancellor for Student Affairs

**Outline of Key Points/Policy Issues:**

The proposed amendment designates the eTranscript within the Integrated Statewide Record System (ISRS) as an official transcript for students transferring within the system.

**Background Information:**

The eTranscript was developed as a way of streamlining the transfer process for students transferring within the system. With the eTranscript a student does not have to request that a transcript be sent from the original college or university; the transfer of information is done automatically. Moreover, the student does not have to pay a fee to have a transcript sent. Because this is a new technology, questions about its status as an “official” transcript have been raised. The amendment is intended to resolve any issues about the status of the eTranscript.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*Second Reading*

**BOARD ACTION**

**Proposed Amendment to Policy 3.29 College and University Transcripts**

The Office of the Chancellor is submitting a proposed amendment to Policy 3.29 College and University Transcripts.

**BACKGROUND**

The eTranscript was fully deployed within Minnesota State Colleges and Universities during fall semester of 2009. Students, as well as staff in Admissions and Registrars offices have welcomed this new technology. However, because this new technology lacks the usual indicators of “official” transcripts, such as an embossed seal, the proposed amendment is intended to settle any questions about the official nature of the eTranscript.

**CONSULTATION**

Consultation for the policy and procedure is planned or has occurred as follows:

- Reviewed by combined Single Registration and Single Application Subject Matter Expert Working Groups of Students First- January 12, 2010
- Reviewed by Academic & Student Affairs Policy Council – January 21, 2010
- Reviewed at Academic and Student Affairs Leadership Council – March 2, 2010
- Mailed out for review and comment – February 26, 2010
- Reviewed at MSCF Meet and Confer – February 25, 2010
- Reviewed at IFO Meet and Confer- February 5, 2010
- Reviewed at MSUAASF Meet and Confer- February 12, 2010

**RECOMMENDED COMMITTEE ACTION**

The Academic and Student Affairs Policy Committee recommend that the Board of Trustees adopt the following motion:

**RECOMMENDED MOTION**

The Board of Trustees approves the proposed amendment to Policy 3.29 College and University Transcripts.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*Second Reading*

<b>Board Policy</b>	<b>3.29</b>
Chapter 3. Educational Policies	
Section 29. College and University Transcripts	

- 1   **3.29 COLLEGE AND UNIVERSITY TRANSCRIPTS.**  
2  
3   **Part 1. Uniform Paper Transcript.** In furtherance of a common system identification, Minnesota State  
4   Colleges and Universities shall use a uniform format for their official paper transcripts.  
5  
6   **Part 2. Paper Transcript Format.** The Chancellor shall establish a procedure for a uniform paper  
7   transcript format for Minnesota State Colleges and Universities.  
8  
9   **Part 3. Electronic Transcript (eTranscript).** In lieu of an official paper transcript, system colleges and  
10   universities shall use the eTranscript within the Integrated Statewide Record System to document  
11   previous academic work completed by students transferring between system colleges and universities.  
12   The Chancellor shall establish a procedure to guide the implementation and use of the eTranscript.

*Date of Implementation: 7/1/05  
Date of Adoption: 1/20/05*

**POLICY CONTENT FORMAT:**

*Single underlining represents proposed new language.*

*~~Strikeouts~~ represent existing policy language proposed to be eliminated.*

*Words not underlined represent existing policy language that is proposed to remain in policy.*